Federal Emergency Management Agency
Washington, D.C. 20472

June 20, 2000

MEMORANDUM FOR: See Distribution List

FROM: John Magnotti, Task Leader
Flood Hazard Mapping (FHM) Web Site

SUBJECT: Flood Hazard Mapping Web Site
Monthly Activities Summary Report

This memorandum highlights new content that has been posted to the Flood Hazard Mapping (FHM) Web site in the last month, site statistics, and other pertinent information.

FHM Web Summary

New Content on the site: The following new content has been placed on the site

- Quick-2, Version 2.0, Online Tutorial: FEMA is currently developing several multimedia tutorials based on training modules that were originally piloted at the Emergency Management Institute (EMI) in Emmitsburg, Maryland. The Quick-2 Tutorial is the first of these modules to be made available from the FHM Web site. The tutorial exposes the user to single-lot and multiple-lot case studies, demonstrating much of the program's functionality along the way. Access the tutorial and associated files from http://www.fema.gov/mit/tsd/OT_Q2sr.htm.

- Quick-2, Version 2.0, Now Windows NT Compatible: The first Microsoft Windows-based version of the Quick-2, Version 2.0, program was made available for Windows 95/3.x from the FHM Web site on September 30, 1999. The program is now Windows 98/NT compatible. Access the new release at http://www.fema.gov/mit/tsd/DL_Qck22.htm.

- Information on Orange County, California, Map Revisions (Effective June 14, 2000): As a result of the completion and certification of the Santa Ana River flood control system, FEMA will issue flood map revisions for 10 communities within Orange County in two phases. During the first phase, FEMA issued a Letter of Map Revision with an effective date of June 14, 2000. View details on this revision at http://www.fema.gov/mit/tsd/ST_SANA.htm.

- Information for residents of Harris County, Texas: FEMA has prepared community-specific information to provide citizens of Harris County with information about the revised flood map for Harris County that became effective on April 20, 2000. View the new content at http://www.fema.gov/mit/tsd/ST_hartx.htm.

- Updated Fees Page**:** The Federal Register notice changing the Back-up Data fee for initiating a back-up data request (from $140 to $120) and revising the fee for requesting a LOMR/PMR based on a levee, berm, or other structural measure has also been posted. View the updated fee information, effective June 1, 2000, at http://www.fema.gov/mit/tsd/FRM_fees.htm.

- Guidelines for Determining Flood Flow Frequency**:** These guidelines, which are currently out of print, have been posted on the FHM Web site. The document is available at http://www.fema.gov/mit/tsd/DL_flow.htm.

Notification of "Hot" Map Changes: The FHM Web site is being used as a tool to provide information about "hot" map changes, such as those that have generated a great deal of congressional and/or public interest. To date, information has been posted about changes in Harris County, Texas; Los Angeles County, California; Los Lunas, New Mexico; and Orange County, California. Visit http://www.fema.gov/mit/tsd/ST_hot.htm to stay on top of politically sensitive map revisions.

Latest Site Development News: The FHM Web team has completed site revisions, development, and research over the last month. The most recent activities are listed below.

- **Availability of RUNUP, Version 2.0, WHAFIS, Version 3.0, and the *Guidelines and Specifications for Wave Elevation Determination and V Zone Mapping***: Information and downloads for RUNUP, Version 2.0 and WHAFIS, Version 3.0, have been posted to the FHM Web site development server, along with an Adobe Acrobat version of the *Guidelines and Specifications for Wave Elevation Determination and V Zone Mapping*. View the information for RUNUP and WHAFIS at http://www.floodmaps.net/mit/tsd/DL_RUN2.htm and http://www.floodmaps.net/mit/tsd/DL_WFIS3.htm, respectively. The *Guidelines and Specifications* are available from http://www.floodmaps.net/mit/tsd/DL_VZn.htm.

- **Redesigned Software Main Page:** The Software main page has been revised to include links to downloads for all programs, tutorials, user's manuals/guidance documents, additional guidance information, and sample data sets that are currently available. This information will be updated as new programs are released and as additional resources are generated for FEMA programs that are already included on the page. View the revised content at http://www.floodmaps.net/mit/tsd/FRM_soft.htm.

Online Multimedia Tutorials: Several online multimedia tutorials are either in development or planned for development over the coming months. Many of these tutorials are based on the training modules that were originally piloted at the Emergency Management Institute (EMI), in Emmitsburg, Maryland, from October 12-22, 1999. These modules were designed to provide in-depth training in different facets of the National Flood Insurance Program (NFIP) and to support FEMA's public education and outreach efforts as part of the Map Modernization program. A brief description and progress report for each online tutorial project is included below:

– *Quick-2, Version 2.0 Tutorial* - This tutorial, which was developed in Macromedia Flash (a multimedia software package), uses sample data sets to illustrate the functionality of the Quick-2 program.
Completed May 2000. (Available from the FHM Web site at:
http://www.fema.gov/mit/tsd/OT_Q2sr.htm*).*

– *LOMA Tutorial* - This tutorial is intended to walk users through the LOMA application process, including helping them gather all the information necessary to support a LOMA or LOMR-F request and filling out the MT-EZ form. Once the tutorial is complete, users may print a completed MT-EZ form and mail it to FEMA for processing. A tutorial prototype is available for review at
http://www.floodmaps.net/practice/OT_loma.swf.
Projected completion: July 2000.

– *How to Read a FIRM* - This tutorial will contain information to educate the user on the use and application of FIRMs. Each component of the FIRM will be investigated. View the latest draft version of the tutorial at
http://www.floodmaps.net/practice/OT_firm29.swf.
Projected completion: June 2000.

– *How to Read a FIS* - This tutorial will contain information to educate the user on the use and application of FISs. Each aspect of the FIS will be investigated.
Projected completion: July 2000.

– *GIS Tutorial* - This tutorial, targeted primarily at CTCs, will use existing GIS demonstrations and training materials as a basis for the creation of an overview that explains how FEMA's Mitigation Directorate uses GIS to meet mapping and analysis requirements. *Projected completion: September 2000.*

– *CHECK-RAS Tutorial* - This tutorial will demonstrate how CHECK-RAS can be used to verify the validity of an assortment of parameters found in the U.S. Army Corps of Engineers (USACE) HEC-RAS program. *Projected completion: October 2000.*

– *LOMR Tutorial* – This tutorial will take the user through the LOMR and CLOMR application process. It will include an overview of the NFIP, information on NFIP regulations, and other pertinent topics. A committee is currently being formed to revise and streamline the MT-2 forms. Development of the LOMR Tutorial will be concurrent to the revision and approval of these forms.
Projected completion: December 2000.

– *RASPLOT Tutorial* – This tutorial will demonstrate the use of RASPLOT to create flood profiles for Flood Insurance Studies. The functions of the program will be discussed, including sample profiles generated from HEC-2 and HEC-RAS data.
Projected completion: January 2001.

– *NFF Tutorial* – This tutorial will teach site visitors to use the NFF software to calculate peak discharge information. Development of this tutorial has been delayed due to the projected schedule for the next release of the software.
Projected completion: April 2001.

White Papers: The FHM Web team is currently working on several white paper activities to address key FEMA data-sharing initiatives. Summaries are provided below for all activities that are currently underway or are planned for completion in the near future.

– *LOMRs/CLOMRs on the Web White Paper* - This white paper will address the political and technical issues involved with making LOMRs and CLOMRs available over the Web. The culmination of the white paper will be a proposed phased approach and budget estimate for completion of the task.
Projected Completion: August 2000.

– *BFE Notices on the Web White Paper* - This activity will address the political and technical issues involved with providing News Release (BFE) information via the Web. *Projected Completion: August 2000.*

– *Backup Data on the Web White Paper* - This activity will address the political and technical issues involved with making backup data available via the Web. The culmination of this activity will be a proposed phased approach to deploying the data, along with a budget estimate and schedule.
Proposed Completion: August 2000.

– *LOMAs on the Web White Paper* - This white paper will address the political and technical issues involved with making LOMAs available over the Web. This activity will be closely related to the LOMR/CLOMR activity mentioned above.
Projected Completion: Tied to joint contractor MIS.

- *Preliminary/CBRS Maps on the Web White Paper* - This paper will address the political and technical issues involved with making Preliminary FIRMs and CBRS maps available over the Web. The culmination of the white paper will be a proposed phased approach and budget estimate for completion of the task. *Projected Completion: Schedule currently under review.*

- *MNAP Information Post* - This activity will address the issues involved with the development of a web-based response area to allow feedback and information to be posted for MNAP. A proposed phased schedule and budget will also be prepared for this activity. *Projected Completion: TBD.*

Automated Review of the Site: Using Linkbot Pro on an NT server, we have scheduled to automatically review the site nightly. FHM team members check the report each morning and make any necessary repairs. The Information Technology group at FEMA has also begun using WebTrends to track and publish site usage statistics for the FEMA server. Some pertinent information gathered from these latest reports is included below.

- **Linkbot Pro**
  - Broken links: 0
  - Total files:* 1650

  *Total files include HTML pages, images, Adobe Acrobat PDF files, Microsoft Word WinZip Archives, etc.

- **WebTrends**
  - The FHM Web site index page (http://www.fema.gov/mit/tsd/) was the most requested page in the Mitigation section of FEMA's Web site from May 1 - 31, 2000.
  - 13 of the 25 most requested pages under Mitigation from May 1-31, 2000, were from the FHM Web site. Some of the most requested FHM Web site pages and most frequently downloaded files are included below.

Top 5 Most Requested FHM Web Site Pages (May 1-31, 2000)		
Page	*URL*	*Requests*
FHM Web site index page	*http://www.fema.gov/mit/tsd/*	*13,792*
Map Modernization main page	*http://www.fema.gov/mit/tsd/MM_main.htm*	*3,167*
Why Flood Maps Are Important	*http://www.fema.gov/mit/tsd/TSD_mssn.htm*	*2,938*
Information for Engineers / Surveyors	*http://www.fema.gov/mit/tsd/EN_main.htm*	*1,948*
Status of Map Change Requests	*http://www.fema.gov/mit/tsd/ST_main.htm*	*1,540*

Top 5 Most Downloaded FHM Web Site Files (May 1-31, 2000)		
File	*URL*	*Downloads*
MT-EZ form	*http://www.fema.gov/mit/tsd/MT-EZ.pdf*	*1,089*
January-June 1999, Compendium	*http://www.fema.gov/mit/tsd/FRM_jj99.pdf*	*1,074*
MT-2 form	*http://www.fema.gov/mit/tsd/MT-2.pdf*	*904*
MT-1 form	*http://www.fema.gov/mit/tsd/MT-1.pdf*	*899*
Zone A Manual	*http://www.fema.gov/mit/tsd/FRM_znA.pdf*	*848*

Visit FEMA's latest published Web report for additional Mitigation site statistic information at http://www.fema.gov/stats/mit/monthly/2000-05/

Listserv Sign-ups Continue to Grow: As of June 16, 2000, 1,043 subscribers are receiving e-mail updates on Flood Hazard Mapping. To date, 81 new subscribers have signed up in June; 138 new subscribers signed up in May. Listserv e-mails are sent out to subscribers when important new content is available on the Web site and to advertise training courses or other FEMA events.

New Applications: The FHM Web team has developed some new Web applications to help facilitate the exchange of information between FEMA and contractor staff. Recent applications are included below.

− **Map Modernization Database Web Site:** A password-protected on-line Map Modernization Plan (MMP) database has been developed to allow objective leaders to update the status of their Map Modernization tasks. The information collected through this Web site is being used to:

- Automate production of progress reports;

- Track the status, schedule, and budget of all objectives;

- Post relevant MMP and objective documents for easy access by objective members; and

- Identify the need for routine updates to the Map Modernization component of the FHM Web site.

− **Cooperating Technical Communities Database:** This password-protected tracking and information database was designed for use by the FEMA Regional staff. The database is now in its beta test phase, and is being populated with readily available data. In the next phase, regional CTC representatives will have the opportunity to review the data. Ultimately, the database will become a Web maintenance tool for the CTC regions. The information will also be available to the public.

− **Technical Mapping Advisory Council Web Posting Tool:** This tool allows members of the Technical Mapping Advisory Council to edit and post various documents, including reports and meeting minutes. This is also a password-protected application. The goal of this tool is to assist members of the Council in the preparation of their final report to Congress.

FHM Web Site Project Status

The FHM project status summary outlines the progress on active tasks over the last month, by contractor. A primary point of contact for each contractor is included in this section along with a brief description of the scope of work for each task. These descriptions provide general background information concerning the specific tasks.

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Match the number of the following task descriptions to the ID in the table on page 3 to get a summary of information for a particular task.

1. Quick-2 Tutorial: Create a multimedia tutorial based on the previously developed software training module (used at the Emmitsburg training facility) to help teach engineers, as well as the general public, how to use the Quick-2 software to calculate BFEs in Zone A areas. This tutorial uses sample data sets to illustrate the functionality of the program. Supplementary example input information has been provided for download by users who would like additional exposure to the program.
    FEMA Lead: *John Magnotti*
    Team: *Bill Blanton, - FEMA; Elmer Knoderer and John Antkowiak (tutorial review), Keith Steury and Mike Ott (tutorial development) - D&D; other FHM web team members.*
    Project Completed: *May 2000.*
    (Available from the FHM Web site at http://www.fema.gov/mit/tsd/OT_Q2sr.htm).

2. LOMRs/CLOMRs on the Web White Paper: Convene a task force of appropriate personnel to address the topic(s), conduct technical and regulatory research, and develop a white paper to outline a proposed phased approach and budget estimate for completion of the task.
    FEMA Lead*: Sally Magee*
    Proposed Team: *Jerry Sparks, Maggie Mathis, Dave Jula, Eric Simmons, Keith Steury, Paul Huang - D&D; other team members, TBD.*
    Projected Completion*: August 2000.*

3. Preliminary/CBRS Maps on the Web White Paper: Convene a task force of appropriate personnel to address the topic(s), conduct technical and regulatory research, and develop a white paper to outline a proposed phased approach and budget estimate for completion of the task.
    FEMA Lead: *Mark Crowell*
    Proposed Team*: Tony Hake, Sue Hoegberg, Steve Kalaf, Keith Steury - D&D; other team members, TBD.*
    Projected Completion*: Schedule currently under review.*

4. <u>CHECK-RAS Tutorial</u>: Create a multimedia tutorial to demonstrate how CHECK-RAS can be used to verify the validity of an assortment of parameters found in the U.S. Army Corps of Engineers (USACE) HEC-RAS program.
    FEMA Lead: *John Magnotti*
    Proposed Team: *Moe Khine, Xiaoyi Zhang, Syed Qayum, Paul Huang,*
    Keith Steury – D&D; other FHM Web team members.
    Projected Completion: *October 2000.*

5. <u>LOMR Tutorial</u>: Create a multimedia tutorial, based on the existing NFIP Revisions and Amendments training module, to take users through the process of applying for LOMRs and CLOMRs. The tutorial will include an overview of the NFIP, information on NFIP Regulations, and other pertinent topics.
    FEMA Lead: *John Magnotti*
    Proposed Team*: Bill Blanton - FEMA; Keith Steury - D&D; other FHM Web team members.*
    Projected Completion: *December 2000.*

6. <u>RASPLOT Tutorial</u>: Create a multimedia tutorial to demonstrate the use of RASPLOT to create flood profiles for Flood Insurance Studies. The functions of the program will be discussed, including sample profiles generated from HEC-2 and HEC-RAS data.
    FEMA Lead: *John Magnotti*
    Proposed Team: *Moe Khine, Xiaoyi Zhang, Syed Qayum, Paul Huang,*
    Keith Steury – D&D
    Projected completion: *January 2001.*

7. <u>NFF Tutorial</u>: Create a multimedia tutorial based on the previously developed software training module (used at Emmitsburg) to teach site visitors to use the NFF software to calculate peak discharge information.
    FEMA Lead: *John Magnotti*
    Proposed Team*: Bill Blanton - FEMA; Bill Kirby - USGS; Keith Steury, Paul Huang - D&D.*
    Projected Completion: *April 2001.*

ID	Task	Summary of Recent Activity	Current Status
1	Quick-2 Tutorial	The first release of the tutorial was posted to FEMA's Web site on June 12, 2000. View the tutorial at http://www.fema.gov/mit/tsd/OT_Q2sr.htm.	100% complete.
2	LOMRs/ CLOMRs on the Web White Paper	First internal meeting held on June 8, 2000, to identify issues and additional personnel to involve in the activity.	Just started. A second internal meeting will be held before contacting Sally Magee for FEMA direction.
3	Preliminary/CBRS Maps on the Web White Paper	Making contact with proposed team members. Project not started.	0% complete.
4	CHECK-RAS Tutorial	Completed preliminary research and gathered materials. Coordinated with developers and testers to determine the scheduled release of the final version of the software. Beginning to storyboard the tutorial.	Just started.
5	LOMR Tutorial	Training materials gathered and organized. A committee is currently being formed to revise the MT-2 forms. Tutorial development will run concurrent to the revision of these forms.	Just started.
6	RASPLOT Tutorial	Project not started.	0% complete.
7	NFF Tutorial	Development of this tutorial has been delayed due to the projected schedule for the next release of the software (expected no earlier than January 2001).	Major development activities on hold. Dialogue will be maintained with Bill Kirby of the USGS to track scheduling changes and other significant developments.

<u>Maintenance</u>: The following tables provide information concerning special update requests and ongoing maintenance-level support for the Flood Hazard Mapping Web site.

Task	Summary of Recent Activity	Current Status
Special Requests*	1. Added August 17, 1998, Technical Mapping Advisory Committee Meeting Minutes to the site. 2. Corrected file size descriptions for downloadable files on several site pages. 3. Added download pages for RUNUP 2.0 and WHAFIS 3.0. 4. Added Adobe Acrobat PDF version of the *Guidelines and Specifications for Wave Elevation Determination and V Zone Mapping*. 5. Revised the main "Software" page to include a table with links to all available downloads, tutorials, user's manuals/guides, additional guidance, and sample data sets, for FEMA software.	This budget has been approved by FEMA. A Task Management Plan has been completed to identify maintenance activities under the task. This plan has not yet been approved by FEMA.

*For more details on these tasks and to view activities prior to May 2000, please visit our task tracking log at http://www.floodmaps.net/fhmtracker/default.asp?direction=desc

Task	Summary of Recent Activity	Current Status
General Maintenance	Please visit our task-tracking log to view details regarding the most recent maintenance tasks. *	This budget has been approved by FEMA. A Task Management Plan has been completed to identify maintenance activities under the task. This plan has not yet been approved by FEMA.

*http://www.floodmaps.net/fhmtracker/default.asp?direction=desc

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Match the number of the following task descriptions to the ID in the table on page 7 to get a summary of information for a particular task.

1. BFE Notices on the Web White Paper: Prepare a memo from Mike Armstrong to FEMA Counsel with Mitigation's proposed approach to this effort – asking for their legal opinion. Convene a joint contractor task force to develop a white paper to include proposed phased approach, on-going updates, and associated budget estimates. Prepare pilot Web page(s) for review and comment.
    FEMA Lead: *Matt Miller*
    Proposed FEMA Team: *Mike Grimm, Doug Bellomo, Bill Blanton*
    Draft Memo Completed: *March 2000 (delivered to Matt Miller).*
    Projected White Paper Completion: *August 2000 (subject to Counsel's legal determination).*

2. LOMA Tutorial*: Create a tutorial that explains the LOMA application process, including necessary forms and information.*
    FEMA Lead: *John Magnotti*
    Proposed FEMA Team: *Bill Blanton, Katie Hayden, Mark Crowell.*
    Projected Completion: *LOMA Tutorial: July 2000.*

3. GIS Tutorial: Use existing GIS demos and training as a basis for the creation of an overview that explains how FEMA's Mitigation Directorate uses GIS to meet mapping and analysis requirements. Show screen shot examples of GIS projects underway, such as the new DFIRMs, Hazard Exposure Study, etc. Create appropriate links to other related hazard GIS sites. As appropriate, a GIS quiz may be prepared as well.
    FEMA Lead: *John Magnotti*
    Proposed FEMA Team*: Stu Nishenko and Ed Corvi.*
    Projected Completion: *September 2000.*

4. <u>Create Database for Study Status Web Pages</u>: Create a Web database to automatically generate study status pages, including information on up-coming meetings and milestones, a map of the study location, and e-mail contact information for FEMA regional representatives.
   FEMA Lead: *John Magnotti*
   Proposed FEMA Team*: Stu Nishenko and Ed Corvi.*
   Projected Completion: *Depends on availability of GIS infrastructure on MSC server. This activity is currently unfunded.*

5. <u>LOMAs on the Web White Paper</u>: Coordinate with LOMA 2000 group and the Map Service Center. Conduct research and programming to the demonstration level. Prepare a white paper to include proposed phased approach and budget estimate.
   FEMA Lead: *Mark Crowell*
   Proposed FEMA Team*: John Magnotti.*
   Projected Completion: *Tied to the joint contractor MIS.*

6. <u>Technical Mapping Advisory Council Posting Tool</u>: Coordinate with TMAC liaison to develop a tool to allow Council members to share information to prepare their final report to Congress.
   FEMA Lead: *Sally Magee*
   Projected Completion: *June 2000 (beta test phase).*

7. <u>CTC Database</u>: Develop a CTC tracking and information database for use by the FEMA Regions and CTC representatives.
   FEMA Lead: *Katie Hayden*
   Projected Completion: *July 2000 (beta test with Regions).*

ID	Task	Summary of Recent Activity	Current Status
1	BFE Notices on the Web White Paper	Individual discussions held, meeting pending, regulations and background information research underway. Prototype underway.	25% complete.
2	LOMA Tutorial	Content and programming complete; Enhancements underway.	90% complete.
3	GIS Tutorial	Discussions underway. Planning meeting held in May; outline being developed. On schedule.	10% complete.
4	Create database for Study Status Web pages	Discussions underway. ST_hot.htm for new studies created for immediate outreach needs. Schedule tied to MICS and joint contractor MIS.	5% complete.
5	LOMAs on the Web White Paper	On-hold pending the LOMA 2000 rollout.	5% complete.

Task	Summary of Recent Activity	Current Status
Special Requests*	1. Created new pages and graphics for Orange County, California, LOMR; including map, Q&A, and briefing materials. These pages are linked from "Hot Map Status" (ST_hot.htm) and "What's New" (WN_main.htm) 2. Created an on-line group editing tool in a secure area of floodmaps.net for use by the Technical Mapping Advisory Council. 3. Developed a CTC tracking and information posting tool for use by FEMA Regions	Will be covered under Task 5 budget in second half of FY 2000. This budget is not finalized as of the date of this memorandum.

*For more details on these tasks and to view activities prior to May 2000, please visit our task tracking log at
http://www.floodmaps.net/fhmtracker/default.asp?direction=desc

Task	Summary of Recent Activity	Current Status
General Maintenance	Please visit our task-tracking log to view details regarding the most recent maintenance tasks. *	Will be covered under Task 5 budget in second half of FY 2000. This budget is not finalized as of the date of this memorandum.

*http://www.floodmaps.net/fhmtracker/default.asp?direction=desc

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Match the number of the following task descriptions to the ID in the table on the next page to get a summary of information for a particular task.

1. <u>How to Read a FIRM</u>: Develop a web-based tutorial on how to read a FIRM. The tutorial will contain information to educate the users on its use and application. It will take the user through each aspect of a FIRM, such as the legend and notes.
    FEMA Lead: *John Magnotti*
    Proposed Team: *Bill Blanton, Anne Flowers – FEMA;*
    Scott Freda, Vince DiCamillo -- PBS&J
    Projected Completion*: June 2000.*

2. <u>How to Read a FIS</u>: Develop a web-based tutorial on how to read a FIS report. The tutorial will contain information to educate the users on its use and application. It will take the user through each aspect of a FIS, such as profiles, cross-sections, and notes.
    FEMA Lead: *John Magnotti*
    Proposed Team: *Bill Blanton– FEMA; Gary Guhl -- PBS&J*
    Projected Completion: *July 2000.*

3. <u>Backup Data on the Web</u>: Assemble a task force and conduct technical research on supplying back-up data through the web. Develop a white paper including a phased approach to deploying the data, along with a budget estimate and schedule.
    FEMA Leads*: Bill Blanton and Mike Grimm*
    Proposed Team*: Mike Gilliam – PBS&J*
    Projected Completion: *August 2000.*

4. <u>MNAP Information Post</u>: Develop a white paper for a web-based response area to allow feedback and information to be posted for MNAP. Coordinate with the MNAP group on critical issues and needs. A proposed phased schedule and budget will be prepared.
    FEMA Lead: *Cindy Croxdale*
    Proposed Team: *TBD*

ID	Task	Summary of Recent Activity	Current Status
1	How to Read a FIRM Tutorial	Finalizing tutorial content. Working on file size issues with FIRM images. Creating vector images due to size issues. Need external review.	Working with FIRM images. 90-95% complete.
2	How to Read a FIS Tutorial	Gathered documentation on FISs. Planning outline of tutorial content. Scanned images of FIS texts (including flood profiles).	15-20% complete.
3	Backup Data on the Web	Examining the existing system for requesting and delivering backup data.	1% complete.
4	MNAP Information Post	Project not started.	0% complete.

Distribution with Attachment
       Doug Bellomo
       Bill Blanton
       Edward Corvi
       Mark Crowell
       Cindy Croxdale
       Anne Flowers
       Mike Grimm
       Katie Hayden
       Sally Magee
       John Magnotti
       Matt Miller
       Stu Nishenko

Distribution without Attachment
       Mike Buckley
       Chris Doyle
       Jennifer East
       Priscilla Scruggs
       Nancy Thrall